



County of San Diego
DEPARTMENT OF CHILD SUPPORT SERVICES



Job Seeker Assistance Program

San Diego Workforce Partnership Referral

If you are currently unemployed or working part time, the San Diego Workforce Partnership (SDWP) and the Employment Development Department (EDD) can help you seek employment at no cost to you. Through its network of One-Stop Career Centers (OSCC), the SDWP provides job seekers with the information and tools necessary to find work, advance a career or gain vital job skills.

Participation in this program can be either mandatory or voluntary. Mandatory referrals will have a copy of the court order or Stipulation and Order to take to the OSCC location. Voluntary participants should visit one of the OSCC locations and let OCSS staff know of referral from the Department of Child Support Services.

Take advantage of this valuable program to be in a better position to remain current on your support obligation.

REFERRAL PACKET DOCUMENTS

- ✚ DCSS Job Seeker Assistance Program Referral Form
- ✚ One-Stop Career Center Locations
- ✚ Services Available through One-Stop Career Centers
- ✚ What to Bring (Spanish on back side)
- ✚ Career Center Network Customer Application and Questionnaire (Spanish form in packet)

REGISTRATION

State and federal law requires SDWP staff to verify a person's legal status or authorization to work before providing employment or training services. Please refer to the *What to Bring* form for a list of approved documents to establish identity and authorization to work. You will need to take the documentation with you to the OSCC locations to register in the program:

- ✚ For additional information and documentation, visit www.sandiegowork.com or call 888-884-SDWP (7397), or go to one of the OSCC locations near you.
- ✚ Verification of Registration with Selective Service (for males between the ages of 18 and 26). Log on to www.sss.gov and print your registration or this can be checked during your orientation.

DCSS REFERRAL INFORMATION

NAME: _____ Court Order #: _____
Location: _____ Referral Date: _____

Signature of Career Center Representative: _____ Date: _____ Eligibility Status: _____

Note: DCSS-referred participants will need to return this signed and dated referral page and the *What to Bring* form reflecting the Orientation Appointment completed (section at bottom of the form).

Important Information

During your participation in the Workforce Partnership Referral Program, the Department of Child Support Services (DCSS) may access and review your information on file with the San Diego Workforce Partnership. DCSS may also share this information with the Court and other entities in furtherance of its duties to establish and collect support.



Condado de San Diego

Departamento de Manutención de Menores



Programa de Asistencia para Buscar Trabajo

Referencia de Centros Integrales de Servicios Ocupacionales de San Diego

Si usted esta actualmente desempleado o trabajando tiempo parcial, el programa de Centros Integrales de Servicios Ocupacionales de San Diego (SDWP) y el Departamento de Desarrollo y de Empleo (EDD) le puede ayudar a buscar trabajo sin costo a usted. Por medio de la red de One-Stop Career Centers (OSCC), el SDWP les otorga información e instrumentos a los que buscan trabajo, para encontrar trabajo, avanzar en una carrera, y mejorar sus habilidades de trabajo.

La participación en este programa puede ser obligatorio o de propia voluntad. Las referencias obligatorias tendrán una copia de la orden de la corte o una Estipulación y Orden para entregar a la oficina del OSCC. Participantes de propia voluntad deben de visitar una de las oficinas del OSCC e informarles que el Departamento de Manutención de Menores (DCSS) les envió.

Tome ventaja de este programa valioso para que se encuentre en una mejor situación con su obligación de manutención de hijos y para que ello permanezca al actual.

Documentos del Paquete de Referencia

- ✚ Formulario del Programa de Asistencia del DCSS para Buscar Trabajo
- ✚ Sitios de One-Stop Career Centers
- ✚ Servicios disponibles por medio de One-Stop Career Centers
- ✚ Lo Que Debe Traer
- ✚ Solicitud y Cuestionario del Cliente de la Red de Centros Integrales de Servicios Ocupacionales

Inscripción

Las leyes estatales y federales requieren que el personal del SDWP verifique el estatus legal de una persona o la autorización de trabajar, antes de proveerles servicios de empleo o entrenamiento. Por favor lea el formulario titulado, Lo Que Debe Traer, para que se informe acerca de los documentos aprobados para establecer identidad y autorización de trabajar. Tendrá que llevar los documentos a uno de los sitios del OSCC para inscribirse en el programa:

- ✚ Para más información y documentación, visite www.sandiegocatwork.com o llame al 888-884-SDWP (7397), o visite a uno de los sitios de OSCC más cercano a usted.
- ✚ Verificación del registro con el Servicio Militar Selectivo (para hombres de 18 a 26 años de edad). Conéctese con www.sss.gov e imprima su registro o esto puede ser verificado durante su orientación.

Información de Referencia del DCSS

Nombre: _____ Numero de Orden de la Corte: _____
Sitio: _____ Fecha de Referencia: _____
Firma del representante del Centro de Profesión: _____ Fecha: _____
Estado de Elegibilidad: _____

Tome Nota de: Participantes que son referidos por el DCSS tienen que entregar la pagina de referencia firmada y fechada y el formulario, Lo Que Debe Traer, demostrando (la sección a bajo del formulario) la Cita de Orientación completa.

Información Importante

Durante su participación en el Programa de Centros Integrales de Servicios Ocupacionales, el Departamento de Manutención de Menores tal vez tome acceso y analice la información en su archivo con el programa de Centros Integrales de Servicios Ocupacionales de San Diego. El DCSS tal vez comparta esta información con el Tribunal y otras entidades para promover la responsabilidad de establecer y recaudar la manutención.



ONE-STOP CAREER CENTER LOCATIONS

METRO CAREER CENTER

3910 University Avenue
San Diego, CA 92105
Phone: (619) 516-2200
Fax: (619) 516-2221

SOUTH COUNTY CAREER CENTER

1111 Bay Blvd. Ste. E
Chula Vista, CA 91911
Phone: (619) 628-0300
Fax: (619) 424-1144

NORTH COUNTY COASTAL CAREER CENTER

1949 Avenida del Oro, Suite 106
Oceanside, CA 92056
Phone: (760) 631-6150
Fax: (760) 631-6161

SOUTH METRO CAREER CENTER

4389 Imperial Avenue
San Diego, CA 92113
Phone: (619) 266-4200
Fax: (619) 264-6126

EAST COUNTY CAREER CENTER

924 E. Main Street
El Cajon, CA 92021
Phone: (619) 590-3900
Fax: (619) 441-2396

NORTH COUNTY INLAND CAREER CENTER

463 North Midway Drive
Escondido, CA 92027
Phone: (760) 871-1962
Fax: (760) 871-0346

METRO CAREER CENTER/ SERRA MESA-KEARNY MESA BRANCH

9005 Aero Drive
San Diego, CA 92123
Phone: (858) 715-0442

EAST COUNTY CAREER CENTER / SPRING VALLEY BRANCH

836 Kempton Street
Spring Valley, CA 91977
Phone: (619) 667-0133

SOUTH COUNTY CAREER CENTER BONITA-SUNNYSIDE BRANCH

4375 Bonita Road
Bonita, CA 91902
Phone: (619) 472-6602

CENTER FOR EMPLOYMENT AND TRAINING

3295 Market Street
San Diego, CA 92102
Phone: (619) 233-6829

VISTA TOWNSITE COMMUNITY PARTNERSHIP

642 Vista Village Drive
Vista, CA 92084
Phone: (760) 806-8980

ESCONDIDO LIBRARY

239 S. Kalmia St.
Escondido, CA 92025
Phone: (760) 839-4684



Services Available through One Stop Career Centers

The Workforce Partnership oversees the funding and operation of six One-Stop Career Centers and six satellite sites in San Diego County. Each Career Center and satellite site provides full access to job seeker services, including job search assistance, assessment, workshops, training, and access to the research lab. Additionally, all career center sites provide services to local businesses.

Satellite sites include four library sites, a community center, and a center that specializes in services to migrant seasonal farm workers. The goal of the satellite sites is to provide greater access to training, and increased penetration of workforce development services into local communities. Satellite sites mirror the One-Stop Career Centers and are fully operational, offering the complete array of job seeker services.

Individuals must be certified Workforce Investment Act eligible to utilize services. Eligibility determination is conducted at the One-Stop Career Centers located throughout San Diego County.

Services at One-Stop Career Centers include:

- Access to computers for job searching and resume posting
- Assistance with the completion of financial aid forms for training
- Business Connection - Job seekers meet with employers who are currently seeking qualified applicants for employment.
- Employment Seminars, Job Fairs, and On-site Recruitments
- Job Search Workshops
- Career testing & occupational research
- Language assistance
- On site counselors for referral to Department of Rehabilitation
- On-site classes for GED preparation and academic subjects for youth and referrals for adults
- On-site computer labs offering computer classes
- Resource libraries and resource labs staffed by employment and training professionals
- Employment assistance and skills-enhancement workshops
- Supportive Services: financial assistance with transportation, emergency food, interview clothing, and other allowable services to assist customer's who are job searching and/or in training.

Training Opportunities

Individual Training Accounts (ITA): ITAs are designed to provide training services to customers who are in need of training, which will prepare them for employment in occupations for the San Diego region. Customers may access training services through training providers listed on the State-managed Eligible Training Provider List (ETPL). Training is self-selected by the customer with guidance and assistance from Career Center staff.

Customized Training (CT): Customized Training includes that which is designed to meet the special requirements of an employer (or group of employers). The training is conducted with a commitment by the employer to employ, or in the case of incumbent workers, continue to employ, an individual upon the successful completion of training for which the employer pays for no less than 50% of cost of the training.

On-the-Job Training (OJT): An On-the-Job Training program is designed to help businesses hire and train persons who do not have sufficient experience and knowledge in the jobs for which they are being hired. The employer's training expenses will be paid at a rate not to exceed 50% of the wages the new hire earns during the contracted training period. OJT is a viable training option for participants who perform better with a hands-on training experience rather than traditional classroom setting.

Contracted Training: The Workforce Partnership has developed contracts with each of the 13 public colleges and universities in San Diego to facilitate the training of approximately 1,500 individuals in high-demand occupations. The chart below identifies the institutions of higher education and training programs.

Institution	Program Name	Period of Performance
University of California, San Diego	Health Care Information Technology	June 1, 2009-May 31, 2011
San Diego City College	AIRE/ HVAC & Solar Certification	June 1, 2009- May 31, 2011
Mira Costa College	Hybrid Vehicle Technician	June 1, 2009- May 31, 2011
Miramar College	Biotechnology Training Program	June 1, 2009- May 31, 2011
Cuyamaca College	Solar Thermal and Solar Photovoltaic	June 1, 2009- May 31, 2011
GCCD Community Learning	Gateway to Green Collar Jobs: Water Conservation/Reuse	June 1, 2009- May 31, 2011
Palomar College	Home Energy Raters System	June 1, 2009- May 31, 2011
San Diego Mesa College	Mental Health Work Certification	June 1, 2009- May 31, 2011
CSU San Marcos Extended Learning	Biotechnology Lab Technician Training	June 1, 2009- May 31, 2011
San Diego Community College Continuing Education	CNA Career Ladder Training	June 1, 2009- May 31, 2011
Southwestern Community College	Biotech/ Phlebotomy Technician Certification	June 1, 2009- May 31, 2011
Grossmont College	Careers in Healthcare	June 1, 2009-May 31, 2011
San Diego State University College of Extended Studies	Allied Health Care Education	June 1, 2009- May 31, 2011

WHAT TO BRING

Thank you for your decision to register with our One-Stop Career Center and for giving us the opportunity to assist you in meeting your employment and career goals. State and Federal law requires Career Center staff to verify the following areas, therefore please note that without original unexpired documents you will not be able to attend the orientation.

Criteria	Acceptable Documentation
U.S. Work Authorization	<p>Verification documents as listed on the USCIS Form 1-9: ⇒ Any one from List A; or ⇒ One From List B and one from List C</p> <p><u>Examples include:</u> <u>Either :</u></p> <ul style="list-style-type: none"> ▪ UNEXPIRED - U.S. Passport or U.S Passport Card; or ▪ Permanent Resident Card or Alien Registration Receipt Card (Form I-551) <p>OR:</p> <ul style="list-style-type: none"> ▪ Driver's license or ID card issued by a State or outlying possession of the U.S. provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address; AND ▪ U.S. Social Security Account Number card issued by the Social Security Administration (other than a card stating on the face that the issuance of the card "does not authorize employment in the United States")
Date of Birth	<ul style="list-style-type: none"> ▪ Passport ▪ Driver's License ▪ Birth Certificate, Baptismal Record, or Church Record ▪ DD-214, Report of Transfer or Discharge Paper ▪ Federal, State or Local Government-issued ID Card ▪ Public Assistance/Social Service Records ▪ Social Security Administration NUMI
Social Security Number	<ul style="list-style-type: none"> ▪ U.S. Social Security Account Number card issued by the Social Security Administration (other than a card stating on the face that the issuance of the card "does not authorize employment in the United States") ▪ Social Security Administration NUMI ▪ DD-214, Report of Transfer or Discharge Paper ▪ Pay Stub(Full Name and Full Social Security Number)
Selective Service Registration For males only born after December 31, 1959	<ul style="list-style-type: none"> ▪ Selective Service Registration Card or verification form ▪ Selective Service Online Verification Printout (www.sss.gov) ▪ DD-214, Report of Transfer or Honorable Discharge from Military(If Discharge After the age of 28)
Veteran Status	<ul style="list-style-type: none"> ▪ DD-214, Report of Transfer or Discharge, or other official discharge document(s)
CalJOBS SM Registration & Resume	<ul style="list-style-type: none"> ▪ Print-out of your CalJOBSSM résumé (www.caljobs.ca.gov)
Employment Status	<p><u>If Unemployed:</u></p> <ul style="list-style-type: none"> ▪ Unemployment Insurance Records AND Employer layoff letter <p><u>If Employed:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Single Employed Adult <ul style="list-style-type: none"> ➢ Pay-Stubs (last 6 months - minimum of 6 pay-stubs per job) <input type="checkbox"/> Employed Adult with Spouse <ul style="list-style-type: none"> ➢ Marriage License ➢ Pay-stubs for Self and Spouse (last 6 months – minimum of 6 pay-stubs per job per person) <input type="checkbox"/> Single Employed Adult with Children <ul style="list-style-type: none"> ➢ Birth Certificates for children ➢ Pay-stubs (last 6 months – minimum of 6 pay-stubs per job per person) <input type="checkbox"/> Employed Adult with Spouse and Children <ul style="list-style-type: none"> ➢ Marriage License ➢ Birth certificate for children ➢ Pay-stubs for self and spouse (last 6 months – minimum of 6 pay-stubs per job per person)

APPOINTMENT WITH

Name: _____ (Staff Name)	Date: _____	Time: _____ AM/PM
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LISTS OF ACCEPTABLE DOCUMENTS

LIST A	LIST B	LIST C
Documents that Establish Both Identity and Employment Eligibility	Documents that Establish Identity	Documents that Establish Employment Eligibility
OR		
AND		
1. U.S. Passport (unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. An unexpired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	4. Voter's registration card	4. Native American tribal document
	5. U.S. Military card or draft record	5. U.S. Citizen ID Card (Form I-197)
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States (Form I-179)
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	7. Unexpired employment authorization document issued by DHS (other than those listed under List A)
	9. Driver's license issued by a Canadian government authority	
	For persons under age 18 who are unable to present a document listed above:	
	10. School record or report card	
	11. Clinic, doctor or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)